

**Safety Attribute Inspection (SAI) Data Collection Tool  
6.1.1 Scheduling / Reporting System (OP)**

**ELEMENT SUMMARY INFORMATION**

**Purpose of This Element** (Certificate Holder's responsibility):

- To ensure the Certificate Holder schedules airmen/crewmembers and maintains a Scheduling and Reporting System.

**Objective** (FAA oversight responsibility):

- To determine if the Certificate Holder's Scheduling/Reporting System meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's Scheduling/Reporting System incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's Scheduling/Reporting System.

**Specific Instructions:**

- Intentionally left blank

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirement(s) (SRRs):**

- SRRs:
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.465(a)
  - 121.465(b)(1)
  - 121.465(b)(2)
  - 121.465(b)(3)
  - 121.465(c)
  - 121.467(b)
  - 121.467(c)
  - 121.471(a)(1)
  - 121.471(a)(2)
  - 121.471(a)(3)
  - 121.471(a)(4)
  - 121.471(b)(1)
  - 121.471(b)(2)

121.471(b)(3)  
121.471(d)  
121.471(e)  
121.471(f)  
121.471(g)  
121.481(a)  
121.481(b)  
121.481(c)  
121.481(d)  
121.481(e)  
121.481(f)  
121.483(a)  
121.483(b)  
121.483(c)(1)  
121.483(c)(2)  
121.483(c)(3)  
121.485(a)  
121.485(b)  
121.485(c)(1)  
121.485(c)(2)  
121.485(c)(3)  
121.487(a)  
121.487(b)  
121.487(c)  
121.487(d)  
121.487(e)  
121.489  
121.493(a)  
121.493(b)  
121.503(a)  
121.503(b)  
121.503(c)  
121.503(d)  
121.503(e)  
121.503(f)(1)  
121.503(f)(2)  
121.503(f)(3)  
121.505(a)  
121.505(b)  
121.507(a)(1)  
121.507(a)(2)  
121.507(b)  
121.509(a)(1)  
121.509(a)(2)  
121.509(b)  
121.511(a)  
121.511(b)  
121.515  
121.517  
121.521(a)

121.521(b)  
121.521(c)(1)  
121.521(c)(2)  
121.523(a)  
121.523(b)  
121.523(c)  
121.523(d)  
121.523(e)  
121.523(f)  
121.525(b)  
121.525(c)  
121.525(d)  
121.525(e)  
121.683(a)(1)  
121.683(a)(2)

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:  
119.59(b)(1)(ii)  
119.59(c)  
121.683(b)
- FAA Policy/Guidance:  
Intentionally left blank

**SAI SECTION 1 – PROCEDURES ATTRIBUTE**

**Objective:** Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Scheduling/Reporting System.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Scheduling/Reporting System.

**Questions**

To meet this objective, the inspector must answer the following questions:

1. Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a Scheduling/Reporting System:

- 1.1 Does the Certificate Holder's manual contain general policies for the Scheduling/Reporting System that comply with the specific regulatory requirements?  
 SRRs: 121.135(b)(1); 121.465(a); 121.465(b)(1); 121.465(b)(2); 121.465(b)(3); 121.465(c); 121.471(a)(1); 121.471(a)(2); 121.471(a)(3); 121.471(a)(4); 121.471(b)(1); 121.471(b)(2); 121.471(b)(3); 121.471(d); 121.471(e); 121.471(f); 121.471(g); 121.481(a); 121.481(b); 121.481(c); 121.481(d); 121.481(e); 121.481(f); 121.483(a); 121.483(b); 121.483(c)(1); 121.483(c)(2); 121.483(c)(3); 121.485(a); 121.485(b); 121.485(c)(1); 121.485(c)(2); 121.485(c)(3); 121.487(a); 121.487(b); 121.487(c); 121.487(d); 121.487(e); 121.489; 121.493(a); 121.493(b); 121.503(a); 121.503(b); 121.503(c); 121.503(d); 121.503(e); 121.503(f)(1); 121.503(f)(2); 121.503(f)(3); 121.505(a); 121.505(b); 121.507(a)(1); 121.507(a)(2); 121.507(b); 121.509(a)(1); 121.509(a)(2); 121.509(b); 121.511(a); 121.511(b); 121.515; 121.517; 121.521(a); 121.521(b); 121.521(c)(1); 121.521(c)(2); 121.523(a); 121.523(b); 121.523(c); 121.523(d); 121.523(e); 121.523(f); 121.525(b); 121.525(c); 121.525(d); 121.525(e); 121.683(a)(1); 121.683(a)(2); 121.467(b); 121.467(c)

☐ Yes

☐ No, Explain
**Related Design JTI's:**

1. Check that the Certificate Holder's manual has a general policy for crewmember and dispatcher scheduling and reporting in accordance with the applicable Federal Aviation Regulations.

Sources: 121.135(b)(1)

<i>Interfaces: 2.1.1-op; 2.1.2-op; 6.1.2-op; 3.1.4-op; 3.1.11-op; 7.2.1-op; 2.1.2-aw; 7.1.4-op; 6.1.4-op; 6.1.3-op; 2.1.1-aw</i>	
1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI? SRRs: 121.135(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the Scheduling/Reporting System? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the Scheduling/Reporting System? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5 Does the Certificate Holder's manual specify that the dispatcher be allotted time to become thoroughly familiar with current operations before dispatching aircraft? SRRs: 121.465(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6 Does the Certificate Holder's manual specify:	
1.6.1 Duty time limitations for dispatchers? SRRs: 121.465(b)(1); 121.465(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.2 Rest requirements for dispatchers? SRRs: 121.465(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.7 Does the Certificate Holder's manual specify an alternate method of complying with rest requirements when the person dispatching flag operations is outside of the contiguous U.S.? SRRs: 121.465(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.8 Does the Certificate Holder's manual specify:	
1.8.1 The limitations under which the Certificate Holder may assign duty periods to flight attendants? SRRs: 121.467(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.8.2 The conditions under which the Certificate Holder may assign duty periods to flight attendants? SRRs: 121.467(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9 Does the Certificate Holder's manual specify the conditions under which the Certificate Holder may apply the flight crewmembers':	
1.9.1 Flight time requirements to flight attendants? SRRs: 121.467(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9.2 Duty time limitations to flight attendants? SRRs: 121.467(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.9.3 Rest time requirements to flight attendants? SRRs: 121.467(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.10 Does the Certificate Holder's manual specify commercial flight time limitations for domestic operations? SRRs: 121.471(a)(1); 121.471(a)(2); 121.471(a)(3); 121.471(a)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.11 Does the Certificate Holder's manual specify minimum rest requirements for flight crewmembers in domestic operations? SRRs: 121.471(b)(1); 121.471(b)(2); 121.471(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.12 Does the Certificate Holder's manual require a 24-hour relief period for domestic operations? SRRs: 121.471(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.13 Does the Certificate Holder's manual specify that a crewmember rest period is not to be interrupted by carrier duties in domestic operations? SRRs: 121.471(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.14 Does the Certificate Holder's manual specify that the rest period of those crewmembers governed by domestic operations does not include time spent in transportation? SRRs: 121.471(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.15 Does the Certificate Holder's manual specify when scheduled flight time may be exceeded in domestic operations? SRRs: 121.471(g)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.16 Does the Certificate Holder's manual specifically limit flag operations from scheduling one or two pilot crews for more than 8 hours in any consecutive 24 hours without a rest? SRRs: 121.481(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.17 Does the Certificate Holder's manual specify the rest requirements for one or two pilot crews scheduled in flag operations to fly in excess of 8 hours in any consecutive 24 – hour period? SRRs: 121.481(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.18 Does the Certificate Holder's manual require a minimum of 18 hours of rest for any one or two pilot crews in flag operations that have flown more than 8 hours during 24 consecutive hours? SRRs: 121.481(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.19 When conducting flag operations, does the Certificate Holder's manual require:	
1.19.1 That no pilot in any one or two pilot crew may fly more than 32 hours during any seven consecutive days? SRRs: 121.481(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.19.2 That each pilot must be relieved from all duty for at least 24 consecutive hours at least once during any seven consecutive days? SRRs: 121.481(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.20 Does the Certificate Holder's manual require that no one or two pilot crews fly:	
1.20.1 More than 100 hours during any calendar month? SRRs: 121.481(e); 121.481(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.20.2 More than 1,000 hours during any 12 calendar months? SRRs: 121.481(e); 121.481(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.21 Does the manual of the Certificate Holder conducting flag operations limit a pilot in a three-person flight crew to fly fewer than 12 hours in any 24 consecutive hours? SRRs: 121.483(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.22 Does the Certificate Holder's manual specify the rest requirements for pilots in a three – person flight crew in flag operations who have flown in excess of 20 hours in 48 consecutive hours or 24 hours in any 72 consecutive hours? SRRs: 121.483(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.23 When conducting flag operations, does the Certificate Holder's manual specify the maximum number of hours a pilot in a three – person flight crew may fly during any 30 or 90 consecutive days or any 12 – calendar – month period? SRRs: 121.483(c)(1); 121.483(c)(2); 121.483(c)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.24 Does the Certificate Holder's manual require crew rest facilities, both on board and at destinations, for pilots in long – range international operations, with augmented flight crews? SRRs: 121.485(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.25 Does the Certificate Holder's manual specify the hourly rest requirements and conditions, inclusively, for pilots in flag operations, with augmented flight crews, upon return to home base? SRRs: 121.485(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.26 Does the Certificate Holder's manual limit the flying time of a pilot, with an augmented flight crew, to:	
1.26.1 350 hours during any 90 consecutive days? SRRs: 121.485(c)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.26.2 1,000 hours during any 12 – calendar – month period? SRRs: 121.485(c)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.27 Does the Certificate Holder's manual specify the flight time limitations for pilots who are not regularly assigned in flag operations? SRRs: 121.487(a); 121.487(b); 121.487(c); 121.487(d); 121.487(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.28 Does the Certificate Holder's manual require pilots in flag operations to include all commercial flying in their flight time limitations? SRRs: 121.489	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.29 Does the Certificate Holder's manual establish flight time limitations for:	
1.29.1 Flight engineers? SRRs: 121.493(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.29.2 Navigators? SRRs: 121.493(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.30 Does the Certificate Holder's manual limit supplemental operations from scheduling pilots for more than 8 hours in any consecutive 24 hours without a rest? SRRs: 121.503(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.31 Does the Certificate Holder's manual specify the rest requirements for pilots in supplemental operations who have flown more than 8 hours in any consecutive 24 – hour period? SRRs: 121.503(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.32 Does the Certificate Holder's manual require, for supplemental operations, the relief of each pilot from all duty for at least 24 consecutive hours at least once during any seven consecutive days? SRRs: 121.503(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.33 Does the Certificate Holder's manual require that no pilot in supplemental operations may fly more than 100 hours in 30 days or 1,000 hours in any calendar year? SRRs: 121.503(d); 121.503(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.34 Does the Certificate Holder's manual specify the conditions under which supplemental operations may schedule a flight crewmember for up to 10 hours of continuous duty in transcontinental operations without a rest period? SRRs: 121.503(f)(1); 121.503(f)(2); 121.503(f)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.35 Does the Certificate Holder's manual specify the rest requirement for two – pilot supplemental crews that have been scheduled for more than 9 hours of flight time? SRRs: 121.505(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.36 Does the Certificate Holder's manual limit the crew duty for two – pilot supplemental operations? SRRs: 121.505(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.37 Does the Certificate Holder's manual specify:	
1.37.1 The flight time limitations for three – pilot crews in supplemental operations? SRRs: 121.507(a)(1); 121.507(a)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.37.2 The duty time limitations for three – pilot crews in supplemental operations? SRRs: 121.507(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.38 Does the Certificate Holder's manual specify:	
1.38.1 The flight time limitations for four – pilot crews in supplemental operations? SRRs: 121.509(a)(1); 121.509(a)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.38.2 The duty time limitations for four – pilot crews in supplemental operations? SRRs: 121.509(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.39 Does the Certificate Holder's manual specify:	



1.39.1 The flight time limitations for flight engineers in supplemental operations? SRRs: 121.511(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.39.2 The duty time limitations for flight engineers in supplemental operations? SRRs: 121.511(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.40 Does the Certificate Holder's manual limit the flying time of all airmen to 1,000 hours in any 12 – calendar – month period? SRRs: 121.515	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.41 Does the Certificate Holder's manual require pilots in supplemental operations to include all commercial flying in their flight time limitations? SRRs: 121.517	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.42 Does the manual of the Certificate Holder conducting supplemental operations prohibit scheduling anyone in a three – person flight crew for more than 12 hours in any 24 consecutive hours? SRRs: 121.521(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.43 Does the manual of the Certificate Holder conducting supplemental operations, specify the rest requirements for pilots in a three – person flight crew who have flown in excess of 20 hours in 48 consecutive hours or 24 hours in any 72 consecutive hours? SRRs: 121.521(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.44 Does the Certificate Holder's manual prohibit an airman in a three – person crew in supplemental operations from being aloft as a flight crewmember for more than:	
1.44.1 120 hours in any 30 consecutive days? SRRs: 121.521(c)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.44.2 300 hours in any 90 consecutive days? SRRs: 121.521(c)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.45 Does the Certificate Holder's manual prohibit scheduling a flight engineer or navigator on an augmented crew during supplemental operations for more than 12 hours during any consecutive 24 hours? SRRs: 121.523(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.46 Does the Certificate Holder's manual require crew rest facilities, both on board and at destinations, for pilots in supplemental operations, with augmented flight crews, that exceed 12 hours after operations? SRRs: 121.523(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.47 Does the Certificate Holder's manual prohibit scheduling of any augmented flight crewmembers in supplemental operations for more than 30 hours of continuous duty? SRRs: 121.523(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.48 Does the Certificate Holder's manual specify rest requirements for augmented flight crewmembers in supplemental operations who are scheduled for complete continuous duty in excess of 24 hours? SRRs: 121.523(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.49 Does the Certificate Holder's manual specify the use of deadheading in computing duty time limitations for augmented crews in supplemental operations? SRRs: 121.523(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.50 Does the Certificate Holder's manual specify the rest requirements for pilots in supplemental operations, with augmented flight crews, upon return to home base? SRRs: 121.523(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.51 Does the Certificate Holder's manual limit the flying time, in any 90 consecutive days, of airmen serving on augmented flight crews, in supplemental operations, to 350 hours? SRRs: 121.523(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.52 Does the Certificate Holder's manual specify the flight time limitations for pilots serving on more than one kind of flight crew during supplemental operations? SRRs: 121.525(b); 121.525(c); 121.525(d); 121.525(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.53 Does the Certificate Holder's manual require that current records be maintained for each crewmember (domestic and flag operations) that show compliance with this chapter for:	
1.53.1 Flight time? SRRs: 121.683(a)(1) <i>Related Design JTI's:</i> 1. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 2.1.1-aw; 3.1.11-op; 7.1.4-op; 2.1.2-op; 7.2.1-op; 2.1.1-op; 6.1.2-op; 3.1.4-op; 4.2.3-op; 2.1.2-aw 2. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 7.1.4-op; 4.2.3-op; 6.1.2-op; 2.1.1-aw; 2.1.2-aw; 7.2.1-op; 3.1.4-op; 2.1.1-op; 3.1.11-op; 2.1.2-op 3. Check that the Certificate Holder conducting flag operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 6.1.2-op; 7.1.4-op; 2.1.1-aw; 2.1.2-aw; 4.2.3-op; 2.1.1-op; 2.1.2-op; 3.1.11-op; 3.1.4-op; 7.2.1-op 4. Check that the Certificate Holder conducting flag operations has instructions and information in its manual that identifies how the records are used for scheduling	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

crewmembers and dispatchers. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 2.1.2–aw; 2.1.1–aw; 3.1.11–op; 2.1.2–op; 3.1.4–op; 7.1.4–op; 7.2.1–op; 2.1.1–op; 6.1.2–op; 4.2.3–op	
1.53.2 Duty time? SRRs: 121.683(a)(1) <i>Related Design JTI's:</i> 1. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 2.1.1–aw; 3.1.11–op; 7.1.4–op; 2.1.2–op; 7.2.1–op; 2.1.1–op; 6.1.2–op; 3.1.4–op; 4.2.3–op; 2.1.2–aw 2. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 7.1.4–op; 4.2.3–op; 6.1.2–op; 2.1.1–aw; 2.1.2–aw; 7.2.1–op; 3.1.4–op; 2.1.1–op; 3.1.11–op; 2.1.2–op 3. Check that the Certificate Holder conducting flag operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 6.1.2–op; 7.1.4–op; 2.1.1–aw; 2.1.2–aw; 4.2.3–op; 2.1.1–op; 2.1.2–op; 3.1.11–op; 3.1.4–op; 7.2.1–op 4. Check that the Certificate Holder conducting flag operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 2.1.2–aw; 2.1.1–aw; 3.1.11–op; 2.1.2–op; 3.1.4–op; 7.1.4–op; 7.2.1–op; 2.1.1–op; 6.1.2–op; 4.2.3–op	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.53.3 Rest time? SRRs: 121.683(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.54 Does the Certificate Holder's manual require that current records be maintained for each aircraft dispatcher (domestic and flag operations) that show compliance with this chapter for:	

<p>1.54.1 Duty time? SRRs: 121.683(a)(1)</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 2.1.1-aw; 3.1.11-op; 7.1.4-op; 2.1.2-op; 7.2.1-op; 2.1.1-op; 6.1.2-op; 3.1.4-op; 4.2.3-op; 2.1.2-aw</li> <li>2. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 7.1.4-op; 4.2.3-op; 6.1.2-op; 2.1.1-aw; 2.1.2-aw; 7.2.1-op; 3.1.4-op; 2.1.1-op; 3.1.11-op; 2.1.2-op</li> <li>3. Check that the Certificate Holder conducting flag operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 6.1.2-op; 7.1.4-op; 2.1.1-aw; 2.1.2-aw; 4.2.3-op; 2.1.1-op; 2.1.2-op; 3.1.11-op; 3.1.4-op; 7.2.1-op</li> <li>4. Check that the Certificate Holder conducting flag operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 2.1.2-aw; 2.1.1-aw; 3.1.11-op; 2.1.2-op; 3.1.4-op; 7.1.4-op; 7.2.1-op; 2.1.1-op; 6.1.2-op; 4.2.3-op</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.54.2 Rest time? SRRs: 121.683(a)(1)</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained. <i>Sources:</i> 121.683(a)(1); 121.135(a)(1) <i>Interfaces:</i> 2.1.1-aw; 3.1.11-op; 7.1.4-op; 2.1.2-op; 7.2.1-op; 2.1.1-op; 6.1.2-op; 3.1.4-op; 4.2.3-op; 2.1.2-aw</li> <li>2. Check that the Certificate Holder conducting domestic operations has instructions and information in its manual that identifies how the records are used for scheduling</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p>crewmembers and dispatchers.  <i>Sources:</i> 121.683(a)(1); 121.135(a)(1)  <i>Interfaces:</i> 7.1.4–op; 4.2.3–op; 6.1.2–op; 2.1.1–aw;  2.1.2–aw; 7.2.1–op; 3.1.4–op; 2.1.1–op; 3.1.11–op;  2.1.2–op</p> <p>3. Check that the Certificate Holder conducting flag operations has instructions and information in its manual listing the location where the flight, duty and rest time records are maintained.  <i>Sources:</i> 121.683(a)(1); 121.135(a)(1)  <i>Interfaces:</i> 6.1.2–op; 7.1.4–op; 2.1.1–aw; 2.1.2–aw;  4.2.3–op; 2.1.1–op; 2.1.2–op; 3.1.11–op; 3.1.4–op;  7.2.1–op</p> <p>4. Check that the Certificate Holder conducting flag operations has instructions and information in its manual that identifies how the records are used for scheduling crewmembers and dispatchers.  <i>Sources:</i> 121.683(a)(1); 121.135(a)(1)  <i>Interfaces:</i> 2.1.2–aw; 2.1.1–aw; 3.1.11–op; 2.1.2–op;  3.1.4–op; 7.1.4–op; 7.2.1–op; 2.1.1–op; 6.1.2–op;  4.2.3–op</p>	
<p>1.55 Does the Certificate Holder's manual require, for domestic and flag operations, that each action taken concerning the release from employment or physical or professional disqualification of any flight crewmember or aircraft dispatcher is recorded and kept for at least six months thereafter?  SRRs: 121.683(a)(2)</p> <p><i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's manual system has instructions and information that each Certificate Holder shall record each action taken concerning the release from employment or physical or professional disqualification of any flight crewmember or aircraft dispatcher (flag operations only) and keep the record for at least six months thereafter.  <i>Sources:</i> 121.683(a)(2); 121.135(a)(1)  <i>Interfaces:</i> 2.1.1–op; 3.1.3–op; 2.1.1–aw; 3.1.13–op;  3.1.11–op</p> <p>2. Check that the Certificate Holder's manual system has instructions and information that each Certificate Holder shall record each action taken concerning the release from employment or physical or professional disqualification of any flight crewmember or aircraft dispatcher (domestic operations only) and keep the record for at least six months thereafter.  <i>Sources:</i> 121.683(a)(2); 121.135(a)(1)  <i>Interfaces:</i> 2.1.1–aw; 2.1.1–op; 3.1.13–op; 3.1.3–op;  3.1.11–op</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No, Explain  <input type="checkbox"/> Not Applicable</p>

<p>1.56 Does the Certificate Holder's Scheduling/Reporting System comply with the related requirements of 14 CFR Section 119.59? Related CFRs: 119.59(b)(1)(ii); 119.59(c)</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder has instructions and information in its manual to make available to the Administrator at the Certificate Holder's principal base of operations; a current listing that will include the location and persons responsible for each record, document, and report required to be kept by the Certificate Holder for scheduling and reporting of crewmembers and dispatchers. <i>Sources:</i> 119.59(b)(1)(ii); 121.135(a)(1) <i>Interfaces:</i> 2.1.1-aw; 2.1.2-aw; 3.1.11-op; 2.1.1-op; 3.1.4-op; 6.1.4-op; 2.1.2-op; 7.1.4-op; 7.2.1-op; 6.1.2-op; 6.1.3-op</li> <li>2. Check that the Certificate Holder has instructions and information in its manual so that each employee of, or person used by, the Certificate Holder who is responsible for maintaining the Certificate Holder's records makes those records available to the Administrator. <i>Sources:</i> 119.59(c); 121.135(b)(1) <i>Interfaces:</i> 2.1.1-aw; 2.1.2-aw; 3.1.11-op; 6.1.4-op; 2.1.2-op; 7.2.1-op; 6.1.3-op; 6.1.2-op; 3.1.4-op; 2.1.1-op; 7.1.4-op</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.57 For supplemental operations, does the Certificate Holder's Scheduling/Reporting comply with the related requirements of 14 CFR Section 121.683(b)? Related CFRs: 121.683(b)</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that a Certificate Holder conducting supplemental operations has instructions and information in its manual to maintain the records required by 14 CFR 121.683(a) of this section at its principal base of operations, or at another location used by it and approved by the Administrator. <i>Sources:</i> 121.683(b); 121.135(a)(1) <i>Interfaces:</i> 3.1.11-op; 4.2.3-op; 2.1.2-op; 7.2.1-op; 3.1.4-op; 2.1.1-op; 6.1.2-op; 7.1.4-op; 2.1.2-aw; 2.1.1-aw</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.58 If alternate procedures exist for use during irregular conditions, do the alternate procedures provide an equivalent level of safety to achieve the same results as the primary procedures?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<b>SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu</b>	
1. No procedures, policy, instructions or information specified.	
2. Procedures or instructions and information do not identify (who, what, when, where, how).	
3. Procedures, policy or instructions and information do not comply with CFR.	
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.	
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).	
6. Procedures, policy or instructions and information unclear or incomplete.	
7. Documentation quality (e.g., unreadable or illegible).	
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).	
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).	
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).	
11. Other.	

**SAI SECTION 2 – CONTROLS ATTRIBUTE**

**Objective:** Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

2. Are the following controls built into the Scheduling/Reporting System:
 

2.1 Is there a control in place to ensure that the Certificate Holder maintains its records according to its manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.2 Is there a control in place to ensure that the Certificate Holder makes requested records available in a timely manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.3 Is there a control in place to ensure that the Certificate Holder adheres to its policy for personnel scheduling and record keeping?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.4 Is there a control in place to ensure that the Certificate Holder follows its instructions on the use of records for scheduling crewmembers and dispatchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.5 Is there a control in place to ensure that the Certificate Holder maintains the records of flight crewmembers and dispatchers who were physically or professionally disqualified or released from employment (domestic and flag operations only)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.6 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain



<b>SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu</b>	
1. No controls specified.	
2. Documentation for the controls do not identify (who, what, when, where, how).	
3. Controls incomplete.	
4. Controls could be circumvented.	
5. Controls could be unenforceable.	
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).	
7. Other.	

**SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE**

**Objective:** Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

3. Does the Certificate Holder's Scheduling/Reporting System include the following process measurements:
 

3.1 Process measurements that would reveal if the Certificate Holder failed to maintain its records according to its manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal if the Certificate Holder failed to make requested records available in a timely manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Process measurements that would reveal if the Certificate Holder failed to adhere to its policy for personnel scheduling and record keeping.	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Process measurements that would reveal if the Certificate Holder failed to follow its instructions on the use of records for scheduling crewmembers and dispatchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5 Process measurements that would reveal if the Certificate Holder failed to maintain the records of flight crewmembers and dispatchers who had been physically or professionally disqualified or released from employment (domestic and flag operations only)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.6 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.7 Does the organization that conducts the process measurements have direct access to the person with responsibility for the Scheduling/Reporting System process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain



<b>SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu</b>	
1. No process measurements specified.	
2. Documentation for the process measurements does not identify (who, what, when, where, how).	
3. Inability to identify negative findings.	
4. No provisions for implementing corrective actions.	
5. Ineffective follow-up to determine effectiveness of corrective actions.	
6. Resources requirements (personnel, facilities, equipment, technical data).	
7. Other.	

**SAI SECTION 4 – INTERFACES ATTRIBUTE**

**Objective:** Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the interfaces associated with the Scheduling/Reporting System that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

- |  |  |
|--|--|
| 4. Does the Certificate Holder's manual:   |  |
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)?         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Scheduling/Reporting System? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4.3 List additional interfaces identified during the accomplishment of this SAI.   |  |

<b>SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu</b>
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

**SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE**

**Objective:** The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Scheduling/Reporting System.
- 2 Identify the person who has overall authority for the Scheduling/Reporting System.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

**Questions**

To meet this objective, the inspector must answer the following questions:

5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Scheduling/Reporting System:

5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage the work required by the Scheduling/Reporting System? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Scheduling/Reporting System? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Scheduling/Reporting System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI SECTION 5 – MANAGEMENT RESPONSIBILITY &amp; AUTHORITY ATTRIBUTE –Drop Down Menu</b>	
1. Not documented.	
2. Documentation unclear.	
3. Documentation incomplete.	
4. Other.	